

VACANCY ANNOUNCEMENT

U.S. Embassy, Beijing China

POSITION: Voucher Examiner

GRADE: FP-07

APPLICATION DEADLINE: September 15, 2015

OPEN TO: U.S. Citizen Eligible Family Members (EFMs) and Members of Household (MOHs)

Position is subject to funding availability

This position is advertised under the Locally Employed Staff Program of the United States Mission in China. All applicants must already have relevant documentation to legally reside and work for the U.S. Government in China to be eligible for consideration.

The U.S. Embassy in Beijing is seeking an individual for the position of **Voucher Examiner** in the Financial Management Office (FMC).

OPEN TO: U.S. Citizen Eligible Family Members (EFMs) and Members of Household (MOHs)

POSITION: Voucher Examiner, 97-854138
FP-07
Sensitive

OPENING DATE: September 1, 2015

CLOSING DATE: September 15, 2015
(Only applications received by the closing date will be considered)

DATE AVAILABLE: September 2015

WORK HOURS: Full-time: 40 hours/week

SALARY: Not-Ordinarily Resident (NOR):

- USD 40,665 p.a. (with Overseas Comparability Pay)
- USD 35,014 p.a. (without Overseas Comparability Pay)

(Starting salary and final grade will be determined by Washington)

LOCATION: The incumbent may be assigned to work at the primary Embassy compound or one of the Embassy's off-compound facilities in Beijing.

NOTE: Must have at least 12 months remaining at post by the closing date of this vacancy announcement in order to be considered for this position, or have a current/active Top Secret security clearance.

BASIC FUNCTION OF THE POSITION:

Incumbent serves as a Voucher Examiner in the Financial Management Office (FMO) with responsibility for the examining and processing of various vouchers for accuracy, legality, and compliance with regulations. Also, serves as the back-up to the Payroll Coordinator processing the American and LE Staff employee payroll, manages all payroll matters at post, advising American and LES employees on pay, leave, and dealing with time keepers. Fulfills other duties assigned by FMOs and supervisor.

A copy of the complete position description listing all duties and responsibilities is available in the office of Human Resources (x4500).

QUALIFICATIONS REQUIRED:

*All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who fail to do so, or who do not meet the position's required qualifications, **will not** be considered for this position.*

Education:

Completion of College study is required.

Experience:

At least two years of progressively responsible work in voucher examining, allotment accounting, payroll operations, disbursing, cashiering, or bookkeeping.

Language:

Level III (Good working knowledge) in English is required.

Knowledge, Skills, and Abilities:

Must be able to learn and apply substantive knowledge payment regulations, standardized regulations (DSSR), payroll procedures and regulations, and payment regulations. Must be able to develop a sound working knowledge of the FAM and applicable State Department regulations pertaining to processing of vouchers and payroll. Must be able to perform multiple functions concurrently. Must be able to interpret and apply complex State Department and serviced agencies' payroll and voucher payment regulations and related guidance. Must be able to articulate complex issues orally and in writing to explain disallowance of claims and to describe alternative or hypothetical conditions. Must be able to use a calculator and a typewriter.

ADDITIONAL SELECTION CRITERIA:

- All completed applications received by the closing date will be reviewed by HR to determine which applicants meet the advertised position's required qualifications.

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an overall rating of “Unsatisfactory” on their most recent Performance Appraisal Report (PAR) are not eligible to apply.
- Currently employed U.S. Citizen EFM’s who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NOR’s hired under a Personal Service Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.
- Ordinarily Resident applicants or applicants without a U.S. social security number will be paid according to the Local Compensation Plan (LCP) in local currency (RMB). There are no exceptions to this regulation.
- The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY:

Applications must be submitted in English and in Word or PDF format to BeijingHREFMApplications@state.gov. The subject line must include the position title and your name. The body of the email must include the name and section of your sponsor at the US Embassy in Beijing as well as the date of your arrival at post if you are not yet in Beijing. Applications must contain the following attachments:

1. **Required:** Application for Employment as a Locally Employed Staff or Family Member ([DS-174](#)).
2. **Required:** Copy of passport and visa showing Chinese Government approval to legally reside and work for the U.S. Government in China.
3. **Required:** [HR Bio](#)
4. **Required (if applicable):** Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. If the DD-214 is not submitted with the application, the applicant will not be considered for Veterans preference.
5. **Required (if applicable):** Candidates who have previously worked for the U.S. Government should provide a copy of their most recent SF-50.
6. *Recommended:* A cover letter addressing the required qualifications detailed in the vacancy announcement and how the applicant meets these qualifications.
7. *Optional:* Any other documentation (e.g. resume/CV, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Only complete applications received by the application deadline will be considered. All applications will be screened to determine whether the candidate meets the eligibility and qualifications requirements as stated in the vacancy announcement. HR will inform candidates of their application status after the qualification review is complete.

CLOSING DATE FOR THE POSITION: 11:59 p.m., Beijing Time, September 15, 2015

The U.S. Mission in Beijing provides equal opportunity, and fair and equitable treatment in employment to all people with regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS:

Eligible Family Member (EFM): An individual related to a U.S. Government (USG) employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

U.S. Citizen Eligible Family Member (U.S. EFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency Report, of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under chief of mission authority, or at an office of the American Institute in Taiwan; and either:
 1. resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 2. resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under [3 FAM 3232.2](#).

Appointment Eligible Family Member (AEFM): An EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment who:

- is a U.S. citizen; and,

- is the spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and,
- is listed on the travel orders or approved form [OF-126](#), Foreign Service Residence and Dependency report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority; and,
- is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan;
- does not receive a Foreign Service or Civil Service annuity;
- is entitled to Overseas Comparability Pay when hired on a Family Member Appointment.

Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- not an EFM; and,
- not on the travel orders of the sponsoring employee; and,
- has been officially declared by the sponsoring USG employee to the chief of mission as part of his/her household.

An MOH is under chief of mission authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. An MOH does not have to be a U.S. citizen.

Not Ordinarily Resident (NOR): An individual who:

- is **not** a citizen of the host country; and,
- does not ordinarily reside in the host country; and,
- is not subject to host-country employment and tax laws; and,
- has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the Local Compensation Plan (LCP).

Ordinarily Resident (OR): A foreign national or a U.S. citizen who:

- is locally resident in the host country; and,
- has legal, permanent resident status within the host country; and,
- has the required work permits for employment in country; and,
- is subject to host-country employment and tax laws.

EFM's without a U.S. Social Security Number are also considered OR. All OR employees, including U.S. citizens, are hired under a Personal Services Agreement (PSA) and are compensated in accordance with the Local Compensation Plan (LCP).